

**ENCLOSURE II****QAS INDIVIDUAL DEVELOPMENT and EVALUATION RECORD (D/ER)**

In carrying out the QSR training and certification programs, it is important that systematic and uniform records be prepared for each QSR by the FLS, summarizing that person's training and experience.

The D/ER will form the basis for determining the training required by each QAS and their readiness for certification. It will be used to plan and execute the training program including the scheduling of classes for the courses as stipulated in DLAD/DLAI 4155.7.

That individual and his/her FLS will prepare the D/ER for each QAS jointly. All required training would be officially posted on the employee's Individual Development Plan (IDP).

Copies of individual development and evaluation records will be forwarded to DESC-RLW, within 45 days of QAS's assignment to Defense Energy Region/Office.

**D/ER FORMAT****A. IDENTIFYING INFORMATION**

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Grade: \_\_\_\_\_ DER/DEO: \_\_\_\_\_ Duty Station: \_\_\_\_\_

Date Assigned: \_\_\_\_\_ Certified: QS Systems \_\_\_\_\_ Commodities \_\_\_\_\_

**B. TRAINING AND EXPERIENCE RECORD**

1. 1. DLA / DESC **Mandatory** Training for Certification (\* Mandatory for Military Personnel's Certificate of Training, \*\* Mandatory for GS-1910-12 and above)

<u>Course</u>	<u>Date Completed</u>
<u>Petroleum Quality (Commodity)</u>	
Quality Assurance of Into-Plane Servicing Contracts	(J07) _____
Petroleum In-Plant Quality Assurance *	(J20) _____
Maritime Confined Space * (Updated Yearly)	(J22) _____
Hazardous Materials Handling	(P04) _____

Hazard Communications (See Enclosure 3)	(TBD) _____
Hazardous Waste Operations and Emergency Response (See Enclosure 3)	(TBD) _____
Respiratory Protection Training (See Enclosure 3)	(TBD) _____

### QA Systems

Fundamentals of Systems Acquisition Management	(ACQ 101) _____
Production and Quality Management Fundamentals *	(PQM101) _____
Statistical Quality Control	(SQC001) _____
Specification and Standards (In development)	(S60) _____
DSC/DESC Contract Quality Assurance Overview	(S61/S61A) _____
Annual Product Substitution Fraud *	(S80) _____
Contracting Fundamentals (Headquarters Personnel Only)	(CON 101) _____

### 2. Recommended Courses (Commodity)

Marine Measurement	(J23) _____
Introduction to Petroleum Refinery Processing ** (Mandatory for GS-12)	(J24) _____
Oil Spill Control Course	(J25) _____
Petroleum Tankership Operations ** (Mandatory for GS-12)	(J26) _____
Aviation Fuels, Specifications and Test Methods	(J27) _____
Management of Tank Truck Emergencies	(TBD) _____

### 3. Other Training Relevant to QAS Duties

Introduction to ISO 9000 Quality Series Standard (Mandatory for Headquarters Personnel Only)	(ISO001) _____
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4	Tank Gauging	_____
1	Exercise Fire Control System	_____
1	Visit to Customer(s)	_____

#### 5. Other Relevant Experience

Describe other petroleum-related work experience in a capacity other than as a QAS.

#### 6. Certification (QAS is currently or has been certified.)

Indicate certifying organization (e.g. DCMA or DESC), the effective date of certification(s), and commodities/areas in which certified.

#### C. RECOMMENDED ADDITIONAL TRAINING

Based on the aforementioned history of training and experience, the QAS should be scheduled to receive training as follows:

<u>Course</u> (list title/number)	<u>Priority</u> (Codes 1 or 2 or 3)
_____	_____
_____	_____
_____	_____

PRIORITY CODES: "1" Mission essential course which is required in order for the employee to perform his/her duties in a satisfactory manner. All courses in B.1. are Priority 1 courses if needed for certification in an assigned skill area.

"2" Course which is required for career development, attainment of skills/knowledge for future assignments, or replacement of skills/knowledge lost due to extended periods of nonuse.

"3" Optional Course that will increase productivity of employee or cross-train employee in an additional job series.

#### D. ADDITIONAL NOTES: